

## APPENDIX O

### SAMPLE HIRING AND TRAINING PLAN

In consideration of the financial assistance provided by Name of Local Government's CDBG-ED Program through the Revolving Loan Fund (RLF) administered by the Name of Local Development Organization, Name of Assisted Business, agrees to participate in a hiring and training plan that is an integral part of the Loan Agreement. The company will be responsible for implementing the plan, and will be assisted by the Montana Job Service and Name of Local Development Organization.

1. **LOW AND MODERATE INCOME BENEFIT:** As a result of the loan assistance provided by the Montana CDBG-ED Program, the company will create Number full-time equivalent jobs by the end of the second year of operation. The company will make all job openings available to low and moderate-income persons, and will use the most recent low and moderate-income guidelines provided by the Montana Department of Commerce to determine eligibility for this status. The company will hire at least Number low and moderate-income persons during the two-year duration of the project.
2. **OVERALL EMPLOYMENT:** The company's manufacturing plant will be located Location and operations at that facility will employ a total of Number persons by the end of the second year of operation.
3. **HIRING AND TRAINING PRACTICES:** A personnel coordinating committee will be formed that will include representatives from the Montana Job Service, Name of Local Development Organization, Name of Assisted Business, Other Entity, i.e. District HRDC. The committee will assess training needs, develop application and referral procedures, and ensure that hiring practices conform to requirements of Title VI of the Civil Rights Act of 1964, Section 109 of the Housing and Community Development Act of 1974, the Age Discrimination Act of 1974, and the Americans with Disabilities Act.

The committee will establish coordination of services that benefit low and moderate income persons including necessary skills, training, employment counseling, job retention skills, and supportive services when appropriate through linkages with JTPA programs and Job Opportunity and Basic Skills (JOBS) programs operated by Montana Job Service and District XXX HRDC.

In all of its hiring practices, the company will abide by the provisions of Title VI of the Civil Rights Act of 1964, which states that no person may, on the grounds, of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

The company will also comply with Section 109 of the Housing and Community Development Act of 1974, which states that:

“No persons in the U.S. may, on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1974 or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973 will also apply to such program or activity.”

4. **REPORTS AND RECORD KEEPING:** Name of Assisted Business will ask each new employee to complete an income survey form and racial category form, so that the designated representatives of the Name of Local Government can determine the low and moderate-income status and racial/ethnicity category of the company's employees prior to the date of hire, (see attached copies). In addition to this documentation, the Name of Local Government Job Service will maintain an applicant pool for the company, with special codes assigned to applicants interested in working at the company. Before referral to the company, all applicants will be screened for income eligibility for job training assistance, tax credit incentives, and CDBG-ED low and moderate-income status. The company will provide a list of its employees to the Name of Local Government's designated representative no less than every three (3) months during the two-year duration of the project.
5. **ACCEPTANCE:** Name of Assisted Business hereby agrees to abide by the hiring and training provisions described herein.

\_\_\_\_\_  
Name, Business Title, i.e. President

\_\_\_\_\_  
Date

**Name of Assisted Business**  
**Address of Business**  
**Phone Number of Business**

**Example of how jobs should be listed:**

<b><u>JOB TITLE</u></b>	<b><u># OF POS.</u></b>	<b><u>JOB DESCRIPTION</u></b>	<b><u>POS. #</u></b>	<b><u>PROJECTED WORK TIME</u></b>	<b><u>FTE</u></b>	<b><u>PROJ. COMPEN.</u></b>
1. Toolpusher	1	Oil & Gas Drilling Rig	001	1600 Hrs/Yr	0.75	\$11.50/Hr
2. Driller	6	Oil & Gas Drilling Rig	002-007	1600 Hrs/Yr	0.75	\$11.10/Hr
3. Floor Hand 1	6	Oil & Gas Drilling Rig	008-013	1600 Hrs/Yr	0.75	\$9.00/Hr
4. Floor Hand 2	6	Oil & Gas Drilling Rig	014-019	1600 Hrs/Yr	0.75	\$8.50/Hr
5. Bookkeeper	1	Basic Accounting	020	2080 Hrs/Yr	1.0	\$7.50/Hr
6. Data Entry Clerk	1	Computer Data Input	021	2080 Hrs/Yr	1.0	\$6.50/Hr
7. Land Secretary	1	Oil & Gas Records	022	2080 Hrs/Yr	1.0	\$7.50/Hr
8. Receptionist/Sec.	1	General Secretarial	023	2080 Hrs/Yr	1.0	\$6.00/Hr
9. Revenue Accountant	1	Gas Revenue Accounting	024	2080 Hrs/Yr	1.0	\$8.50/Hr
10. Skilled Labor	2	Assembling Air Compressors	025-026	2080 Hrs/Yr	1.0	\$8.25/Hr
11. Welder	1	General Equipment Maintenance & Fabricator	027	2080 Hrs/Yr	1.0	\$12.00/Hr
12. Truck Driver	1	Moving Oil Field Equipment & Driving Water Truck	028	1600 Hrs/Yr	0.75	\$8.00/Hr
Total FTE					<u>23</u>	

Positions will be paid every two weeks.

Position 001: Oil field drilling and management experience necessary.  
 Position 002: Oil field drilling experience preferred.  
 Position 003 - 019: Oil field experience preferred.  
 Position 020: Some accounting experience preferred.  
 Position 021: Computer experience necessary  
 Position 022: Secretarial and computer skills necessary. Knowledge of land descriptions advantageous.  
 Position 023: Secretarial and computer skills necessary.  
 Position 024: Accounting experience needed.  
 Position 025-026: Mechanical experience necessary.  
 Position 027: Two years welding experience or Technical Training necessary.  
 Position 028: Current commercial driver's license and Department of Transportation physical required.

## **SAMPLE HIRING AND TRAINING PLAN FOR CUSTOMIZED EMPLOYEE TRAINING**

In consideration of the financial assistance provided by Name of Local Government's CDBG-ED Program through the grant administered by the Name of Local Development Organization, Name of Assisted Business agrees to participate in a hiring and training plan that is an integral part of the grant agreement. The company will be responsible for implementing the plan, and will be assisted by the Montana Job Service and Name of Local Development Organization.

1. **LOW AND MODERATE INCOME BENEFIT:** As a result of the grant assistance provided by the Montana CDBG Program, Name of Assisted Business will create Number full-time equivalent (FTE) jobs by the end of the second year of operation. The company will make a minimum of Number FTE job openings available to low and moderate income persons, and will use the most recent low and moderate income guidelines provided by the Montana Department of Commerce to determine eligibility for this status. To ensure that the jobs created are made available to low and moderate income households, the company will use the Montana Job Service for referrals.
2. **OVERALL EMPLOYMENT:** Name of Assisted Business is located in Location and will employ a total of Number through its operations by the end of the second year of operation. The job breakdown is estimated at List jobs and numbers for each.
3. **HIRING PRACTICES:** Employees are required to List skills needed for new hires.
4. **TRAINING PRACTICES:** Name of Assisted Business will hire and train employees to List end result of training. A complete copy of the training manual has been submitted to Name of Local Government, and is attached as Attachment A. In summary, when an employee is hired, he/she is given training to Give greater detail on the type of training given and the skills to have been acquired at the end of the training period.
5. **REIMBURSEMENT FOR TRAINING ACTIVITIES:** Name of Assisted Business will pay trainees \$xx per hour during the training and probationary periods. The company has determined that it will take Number hours to complete the initial training program and an additional Number hours to complete the probationary period. The total cost of training one (1) employee is \$xx (Number hours at \$xx per hour). Once the trainee has satisfactorily completed the training and probationary periods, Name of Assisted Business agrees to pay the trained employee a compensation package of salary or salary and benefits totaling \$13.64 (minimum amount required for 2007 projects) per hour.

Name of Local Government agrees to reimburse Name of Assisted Business \$xx for each full time equivalent (FTE), up to Number FTEs, not to exceed \$xx, that

have successfully completed the training program and probationary period, are working at least 40 hours per week, and are receiving the minimum compensation package of salary **or** salary and benefits totaling **\$13.64** per hour. (Note: An FTE is defined as an employee, or combination of employees, that works 2,080 hours per year or 40 hours per week.)

6. **COMPLIANCE WITH EQUAL OPPORTUNITY AND NONDISCRIMINATION LAWS:** In all of its hiring practices, **Name of Assisted Business** will abide by the provisions of Title VI of the Civil Rights Act of 1964, which states that no person may, on the grounds, of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

**Name of Assisted Business** will also comply with Section 109 of the Housing and Community Development Act of 1974, which states that:

*No persons in the U.S. may, on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1974 or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973 will also apply to such program or activity.*

7. **REPORTS AND RECORD KEEPING:** **Name of Assisted Business** will ask each applicant to complete a household questionnaire form, so that the designated representatives of the **Name of Local Government**, and **Name of Local Development Organization**, can determine the low and moderate income status and racial/ethnicity category of the company's potential employees prior to the date of hire. In addition to this documentation, the **Name of Local Government Job Service** will maintain an applicant pool for the company, with special codes assigned to applicants interested in working at the company. Before referral to the company, all applicants will be screened for income eligibility for job training assistance, tax credit incentives, and CDBG-ED low and moderate-income status. The company will provide a list of its employees to the **Name of Local Development Organization** no less than every three (3) months during the two-year duration of the project. The report must document that a compensation package of salary **or** salary and benefits totaling **\$13.64** per hour was paid to each employee after completion of the training program and probationary period.

8. **SECURITY:** **Name of Assisted Business** agrees that in the event it does not make jobs available to low and moderate income persons, and it ceases operation in the County within the first **Number** years—the Montana Department of Commerce contract period—the company will reimburse the County for the full amount of the MDOC labor training grant funds it has received.

9. **ACCEPTANCE:** ***Name of Assisted Business*** hereby agrees to abide by the hiring and training provisions described herein.

\_\_\_\_\_  
***Name, Title***  
***Name of Assisted Business***

\_\_\_\_\_  
Date

\_\_\_\_\_  
***Name, Title***  
***Elected Local Government Title***

\_\_\_\_\_  
Date

\_\_\_\_\_  
***Name, Title***  
***Local Development Corporation***

\_\_\_\_\_  
Date